

CITY OF BRYAN

JOB DESCRIPTION – 9525

Working Title: PLANT SUPERVISOR (Chief Plant Operator)

Career Ladder: TECHNICAL PROF W/SUPV

Level: 321

Department: WATER PRODUCTION & PLANT OPERATIONS – Wastewater Treatment

SUMMARY AND PRIMARY FUNCTION

Oversee plant operators in the daily operation of wastewater treatment plants to ensure compliance with TCEQ permit regulations, acting as first-line supervisor.

PRIMARY DUTIES

Prioritizes and allocates work and provides advice, guidance and training to personnel in the operation of wastewater treatment plants.

Reviews claims and responds to customer complaints.

Schedules and approves leave and training requests; conducts disciplinary actions; assists with hiring, firing, training and performance evaluations of personnel.

Provides quality control on work orders; performs inspections of work sites; performs regular equipment and inventory inspections.

Supervises and participates in the work activities of personnel performing equipment operations.

Responsible for water adjustments; warehouse inventory; and ensures equipment and vehicles are submitted to fleet for service/repair.

Attends and participates in site review and site review submittals.

Other related duties as required.

Responds regularly and promptly to work.

EDUCATION AND EXPERIENCE

AA/AS plus 4-6 years directly related experience, or BA/BS plus at least 2-4 years directly related experience, or equivalent combination of education and relevant experience.

Some previous supervisory experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to provide manager and department with sound advice and information concerning personnel.

Demonstrated leadership skills.

Demonstrated ability to communicate effectively with all levels of employees and management.

Mastery of all tools and equipment necessary to perform the job.

Knowledge of PC operations and ability to use standard word processing and spreadsheet software.

Ability to move or lift objects of 50 lbs or more as necessary.

Ability to read and interpret safety rules, operating and maintenance instructions and procedure manuals.

SPECIAL REQUIREMENTS AND LICENSES

Texas Class C driver's license with a good driving record as measured by the City's evaluation system.

Minimum Grade 'B' Wastewater Certification or the ability to obtain within timeframe set by department.

EQUIPMENT

Backhoe, excavator, tractor, boring equipment, tapping equipment, mechanical diggers, large trucks, pickup, computer and telephone.

Work shall be performed with tools, appliances and equipment approved by those agencies and bodies that have control, authority or approval of the design working ranges or limitations of those items; the employee has the responsibility to conform to those ranges and limitations.